ABISee, Inc

Zoom-Ex® / Zoom-Office®

Training Guide and User Manual

Release 4.0

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Patent Pending

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What is Zoom-Ex® and Zoom-Office®?

Zoom-Ex is an electronic scanner-reader-magnifier that aids visually impaired persons in reading printed material, and writing in real-time.
Zoom-Ex camera is connected to your PC or laptop through a USB 2.0 port.

Zoom-Ex weighs about 1 pound making it easy to bring to and from the classroom

Zoom-Office is a software program that runs on your computer controlling Zoom-Ex camera.

Together Zoom-Ex and Zoom-Office make reading easy and fun for anyone who has to strain to see that small and fuzzy print. Zoom-Ex can be used to read books, magazines, newspapers, documents, medicine bottle labels, and anything else that has printed text; on the computer screen. You can also listen to the voice of your choice that reads the text.

For simplicity, we will use the name Zoom-Ex to describe features of both the device and the software.

Zoom-Ex is very easy to use: the user places a printed document under Zoom-Ex camera, and Zoom-Ex displays it on a computer screen instantaneously. There are no buttons on the device; everything can be done using either a keyboard or a mouse.

Zoom-Ex works with many languages.

Zoom-Ex allows navigating the text for reading off the screen without moving the page, responds to commands instantly, and supports text formatting for easy reading.

Zoom-Ex reads text documents aloud with sophisticated, natural language speech synthesizers. No third party software installation required—it's included.

Zoom-Ex allows you to create books by capturing multiple pages under one name.

Setting up Zoom-Ex

Setting –up Zoom-Ex is very easy. Simply plug the USB cable directly in USB2 port on your computer or laptop.

To locate the Zoom-Office application press the Windows key plus the D key to bring yourself to the desktop. Once on the desktop press the Z key to locate Zoom-Office. When you locate the application open it. Once Zoom-Office opens it will announce "Camera Started." This indicates that the camera is ready to start scanning.

Zoom-Ex runs off your computer's power, so there is no need for an additional power source.

Quick Start

How to place a document under the camera

Now Zoom-Ex should be in the standing position. It has two horizontal legs: the longer leg is 11 ½ inches while the shorter leg is 9 inches long. These two legs create a corner guide to assist the user in properly aligning documents to be scanned. Zoom-Ex camera captures and saves the whole page 11 inches by 8 1/2 inches. When you are placing your document under the camera try to make it as flat as possible and align it with the legs.

When the camera is turned on, two modes are available: Scanning mode and Live Magnification (CCTV) mode.
When Zoom-Office starts up, the camera is turned on and it is in scanning mode. A full image of the page that is placed under the camera appears on the screen. Zoom-Ex is ready to take an image and read the text. In this mode magnification is not available.
In Magnification Live (CCTV) mode: Zoom-Ex displays what is currently placed under its camera on the computer screen. In this mode you can fill out forms or look at small objects or pictures under the camera. You can toggle between scanning and magnification mode by pressing the letter 'Y'.

Place a document under the Zoom-Ex camera and make sure that the camera is in scanning mode:

1. To scan and listen to the Document under the camera, Press "E".
2. To see your Document in Formatted Text Mode , Press "F" .
   To see your Document magnified in Formatted Text Mode, Press "+" to increase the font size.
3. You can also press "E" to have the text read to you while following the text on the screen.
4. Press F2 to see an image of your document, to increase magnification press "+."
5. To start using the Zoom-Frog camera press F7, you will hear the computer say "Zoom-Frog Camera." This indicates that the Zoom-Frog is on. If you press F7 it will take you back to the Zoom-Ex camera. You will hear the computer say "Zoom-Ex Camera."
6. When you are zooming in on distant objects such as the blackboard the macro lens is not needed. The macro lens is the 1st lens in front of the Zoom-Frog camera that can be adjusted down or up by turning it to the left or right. If you do use the macro lens when zooming in on distant objects they will appear blurry and hard to see.

You can only use one camera at a time.

Do you want Zoom-Ex to talk to you?

You can customize Zoom-Ex software in many different ways. When you start Zoom-Ex for the first time it will work according to the default settings. There are customizable features that can be changed to your liking. One of these customizable features is Speech Output. By default Zoom-Ex will read menus, dialogs, etc. It will also tell you when the camera is on or off, if your document is placed as portrait or landscape, etc. If you do not want Zoom-Ex to talk to you, and you would rather have a program like JAWS assist you go to ***Applications*** and down to ***Settings***.

Under the '***Speech output***' uncheck Status (Zoom-Ex will not inform you about the camera) and/or uncheck '***Menus and dialogs***' (it will not read menus and dialogs). Click OK. (See image below)

There is one more option that can be used on all toolbars, message boxes, etc:
To speak the current control – press shift.

NOTE: Our application speaks menu bars and dialogs just like the program JAWS, so there is really no need to run JAWS while using Zoom-Ex.

Having your Document Read to You

To Read from the beginning of the page

To start reading from the beginning of the page place the page under the camera, click the Space Bar to turn camera "on" and press the E key. You will hear the voice in a few seconds. To stop or pause the voice press the CONTROL key. To resume the voice press the X key. To hear and see the text being read hit F2 (F) to bring you to the text formatted mode.
You can also start reading by going to **Voice** on the tab menu and down to **Speak Entire Page.**

Page description

A page may have text, pictures, graphics, etc. We define sections as page elements or parts of the page that can be easily visually separated from the rest of the page. For example, if the page is a newspaper, than each column will be a section. If the page has a picture in the middle of the page, then the text above the picture is the first section and the text below the picture is the second section.

The key combination Shift + E will describe the page layout. It will tell:

- How many words are on the page.
- How many sections are on the page.
- What percentage of the page is text
- How many columns and headers if any

To Read from the Beginning of the Section

To start reading from the beginning of the next section press the **CONTROL** key plus the **Down arrow**. You will hear the voice in a few seconds. To stop or pause the voice at any point press the **CONTROL** key. To resume the voice press the X key . Reading will stop at the end of the section.

Moving To the Next Word, Sentence, Section, or another Document

Zoom-Ex allows the reader to move around the page, whether its by word, sentence or section.

The following are a few ways to move around the document page:

To move to the next word press Control + Right Arrow;
To move to the previous word, press Control + Left Arrow.
To move to the next sentence, press the Down Arrow.
To move to the previous sentence, press the Up Arrow.
To move to the next section, press Control + Down Arrow
To move to the previous section, press Control + Up Arrow

To read at an exact point, place your cursor on a word and press the mouse wheel. Zoom-Ex will start reading at the word your cursor was on. To stop the document being read press "CONTROL" key.

Refer to the Quick Reference Guide to find the keystrokes on the keypad for the above reading functions.

To read a new page, turn the Zoom-Ex camera on by pressing the space bar. Zoom-Ex will tell you that the camera is now on
Place the new page at the Zoom-Ex base and press the E key.

Viewing Magnified Graphics and Listening to the Voice Reading the Description of the Graphics

The text, which is currently read, does not have to be seen on the screen. You can move the image on the screen to view a picture, graph, etc. and listen to the voice

reading the description of the picture at the same time.

If there is only one picture on the page, move the picture to the center of the screen, magnify the picture (see Working in Magnification (CCTV) Mode) and click the E key.

Following the text on the screen while listening

If you want to follow the text while listening you need to format the text first.

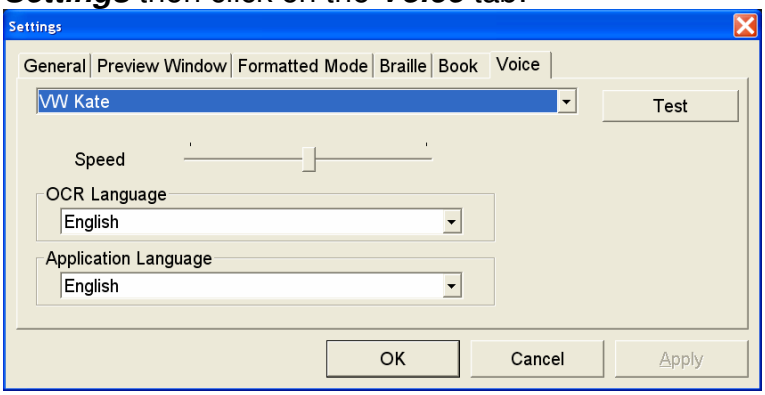
Double click anywhere in the image or click the F key. The formatted text (no pictures, lines never run of the screen) will be displayed.
Magnify the text as desired.

You can click the E key to start reading from the beginning of the page.

The word that is currently read will be in reversed color. Text will scroll automatically so the word that is read will always be on the screen. See section "**Different formatted modes for following text on the screen**" for other ways to read formatted text.

Changing the voice Settings

You can change the voice parameters by going to ***Application*** and go down to ***Settings*** then click on the ***Voice*** tab:



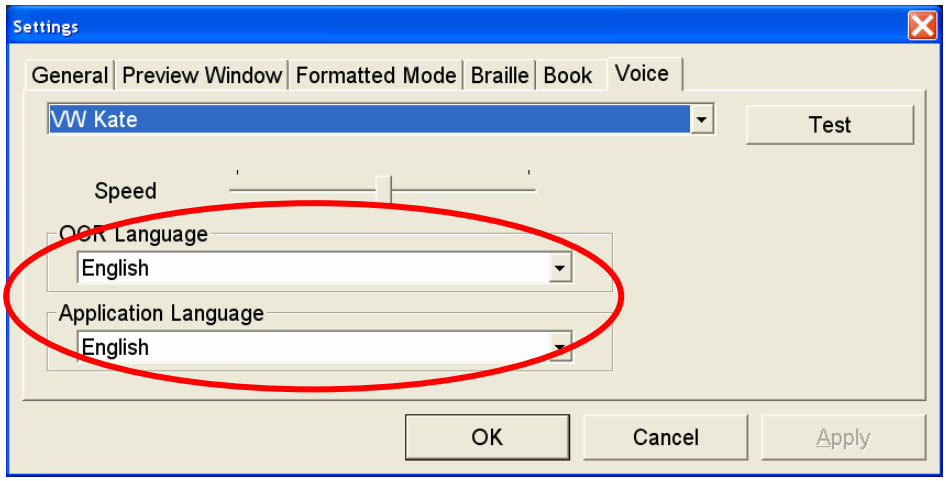
Test different voices, select one you like and click Apply.

You can change the speed by clicking the shift + Q key to make it faster or the shift + Z key to make it slower. You can also change the speed by going to ***Application*** down to ***Setting*** and over to the ***Voice tab*** and using the slide bar.

Zoom-Ex can talk in many languages. Select the language you want to read.

Changing the Language

When you go to ***Application*** and down to ***Setting*** and over to the ***Voice*** tab you will see that there are two other options that you can modify. The first is ***OCR Language***.



OCR Language is the language of the document that you are putting under the Zoom-Ex camera. By default the ***OCR Language*** is English.

The second is ***Application Language***.

Application Language is the language of the application. This includes text, menus, and dialog boxes. By default the ***Application Language*** is English.

Working in Magnification (CCTV) Mode

Magnify (Zoom-In) and shrink (Zoom-Out) whatever you see on the screen:

By keyboard:
Press + and – (plus and minus signs) to, respectively, Zoom In and Out

By mouse:
Roll the mouse wheel forward/backwards to Zoom In/Out.

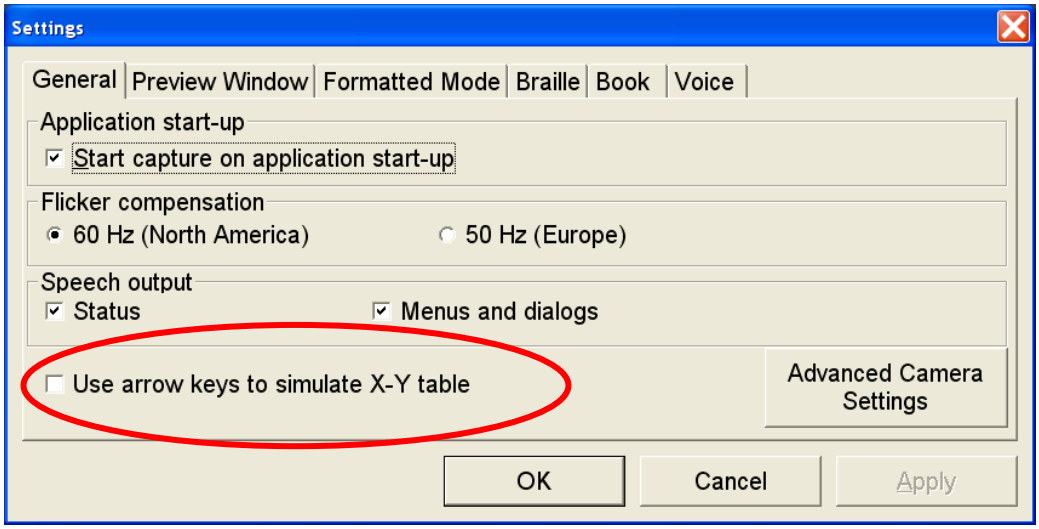
Move the view without moving the magnified document:

By keyboard:
Press left, right, up or down arrows. (If you are unable to do this see below for further instructions.)

By mouse:
Click left mouse button at any point on the screen, and move the mouse in the direction you want to move the document.

Under ***Applications*** go down to ***Settings*** there is a setting called "**Use arrow keys to**

simulate X-Y table" under the **General** Tab.

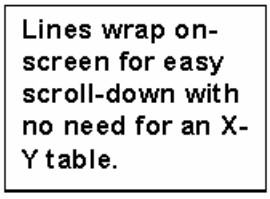


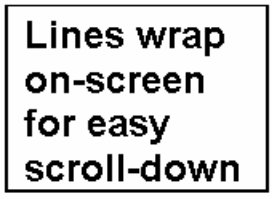
If box ix checked arrow keys will behave as described above, i.e. the user can navigate the screen in CCTV mode with arrow keys. Use the up and down arrow keys to scroll up and down in both the CCTV and formatted mode.

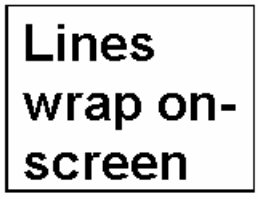
If this box is unchecked the arrow keys can be used for reading functions as described in section "Notebook (Laptop) keystrokes for reading functions". Default value for this setting is unchecked.

Working in Formatted Text Mode

Formatted text mode separates text from pictures and wraps the text according to the selected magnification. Pictures are "ignored" focusing on just the text. The document is scanned and changed over to true font, like in a word document. The text is put in 1 long column and no matter how much you magnify the text it will not run off the screen. There is no need for an X-Y table.



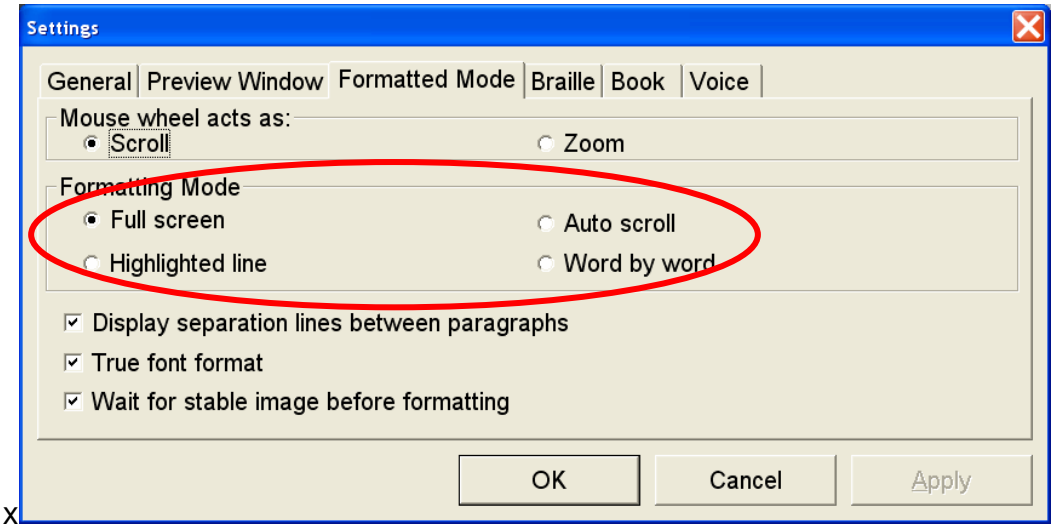




Different Formatted Modes for Following Text on the Screen

If you go to **APPLICATIONS** and down to **Settings**, click on the tab labeled **Formatted Mode**, and go down to the section called **Formatted Mode**. There you will see four options to read formatted text. The four options are: **Full Screen, Highlighted Line,**

Auto Scroll, and **Word by Word.**

x 

The first option is labeled as **Full Screen**, is it the DEFAULT, it will show text on the screen as if it was a word document. **Full Screen** option highlights the word as it is being read.

The next option is **Highlighted Line.** This option has one line that goes across the screen and it highlights the word as it is being read. This allows you to follow along with ease.

The next option is **Auto Scroll**. Auto scroll is an option that keeps the text moving in a running line, at a constant speed across the computer screen.

Auto scroll is controlled by using the (<) and (>) keys. (<) slows down the scrolling text line, while (>) increases the scrolling text line. Auto scroll is used to read the flowing words across the computer screen, with no highlighting or spoken words. To stop or pause the auto scrolling press the (X) key. To resume or start auto scrolling press the (X) key or the (>) key.

Note: You can not use speech output with auto scroll.

The last option is **word by word**. The **word by word** option takes one word at a time and shows it on the screen as it is simultaneously being read.

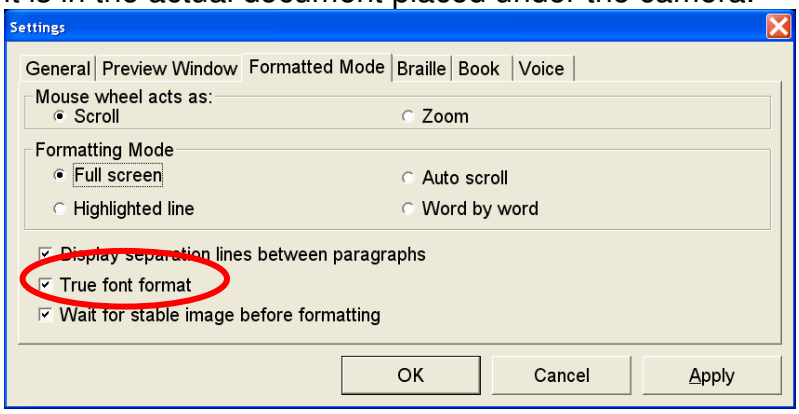
You have the ability to change the size of the font seen on the screen by pressing (+) to increase the font and (-) to decrease the size of the font.

You can also change the speed at which the words are being spoken by pressing (shift + Q) to increase the voice speed or (shift + Z) to decrease the voice speed.

Other Formatted Mode Options

You also have the option to turn on/off the **Display separation lines between paragraphs** as well as **True font format**. The option **Display separation lines between paragraphs**, if enabled put lines on the screen separating paragraphs. If disabled the text will flow the same as a word document.

If **true font format** is enabled, the text will show up on the screen like in a word document. If this option is disabled the “text” or “font” on the screen will show up just like it is in the actual document placed under the camera.

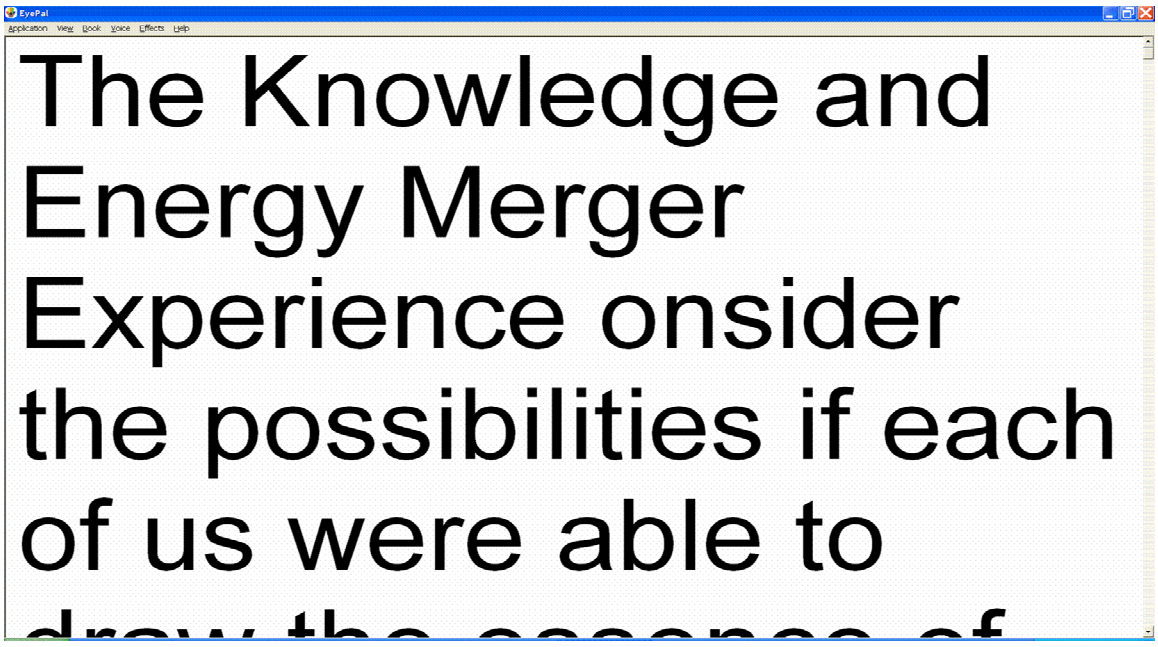


Working in Formatted Text Mode without Speech Output

Formatting a document:

By keyboard: press F2 (F) key

By mouse: double-click anywhere in the text



Formatting the text may take a few seconds depending on the amount of text on the page and the power of your computer.

Navigate the formatted document in Full Screen Formatted Mode

By keyboard:
Use up and down arrow keys to scroll up and down line by line. Use Page-Up and Page-Down keys to scroll up and down page by page.
Use Home/End keys to go to the beginning/end of thedocument.

Note: This will only work if "Use arrow keys to stimulate X-Y table" is checked under Settings.

Switching between Formatted Mode and CCTV Mode

To go back to Magnification (CCTV) mode:

By keyboard: press F2 (F) key.

By mouse: double-click anywhere in the text.

Note 1: After you switch to *Magnification (CCTV)* mode from Formatted mode, Press F4 (S) key in order to adjust sharpness.

Note 2: After switching to *Magnification (CCTV)* mode from Formatted mode, camera remains off, and the whole page is in the computer memory.

Originally, when you switch from *Magnification (CCTV)* mode to Formatted text mode, Zoom-Ex will take a snapshot of the page and shut the camera off, in order to format the text. Once you leave Formatted Text mode and return to *Magnification (CCTV)* mode, with the camera remaining off, Zoom-Ex displays the still image of the document. It makes no difference as far as reading the document is concerned. However, in order to go to a different document, you need the camera back on. For instructions on how to turn the Zoom-Ex camera on, see *Going To The Next Page or Another Document* topic below.

Going to the next page or another document

If the camera is on, all you need to do is place the new page at the Zoom-Ex base: it will instantly appear magnified on the computer screen if you are working in live *Magnification (CCTV)* Mode. Or, in scanning mode, you will see a full image of the page that is to be scanned. Press 'Y' to toggle between these two modes.

If you are working in Formatted Text Mode the Zoom-Ex camera is off, **the camera**

needs to be turned on.

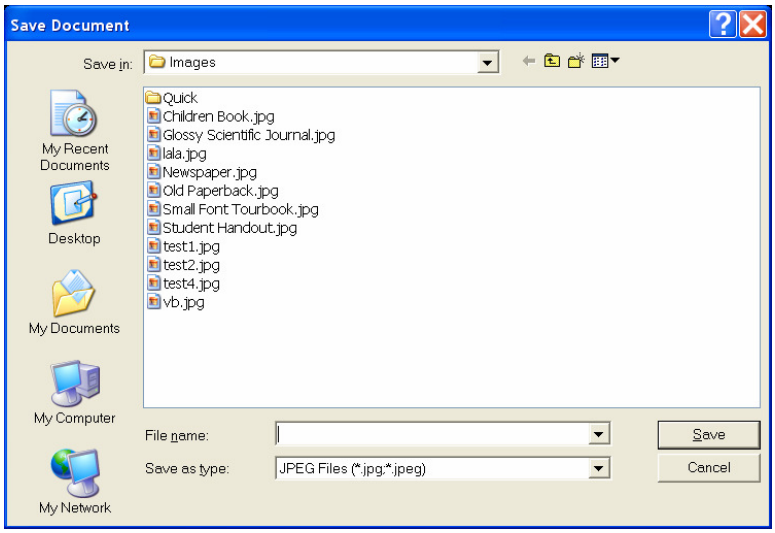
To turn on the Zoom-Ex camera press **space bar**.

Saving a document and opening a previously saved document

Place a new page at the Zoom-Ex base.

Go to ***Application*** and down to ***Save Image***.

A Save Image dialog box will appear.



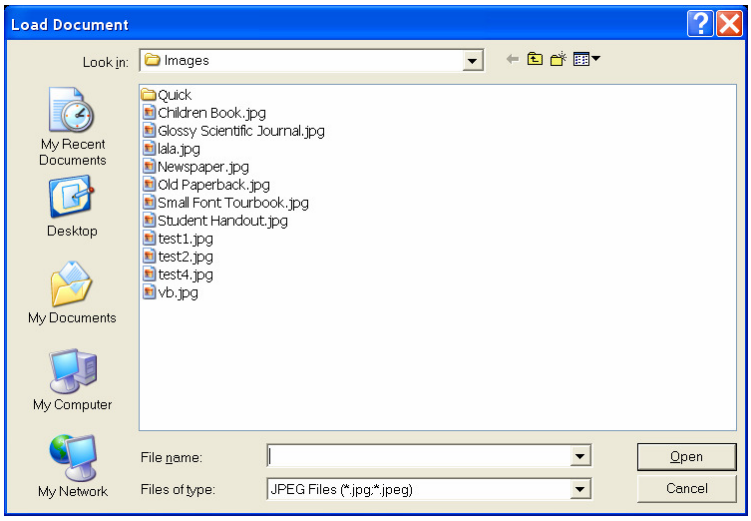
Type in the name for your document, and click the Save button. The image will be saved in the default directory My Documents\ZoomOffice\Images. You can also select another directory in which to save the document.

You can save images while in either *CCTV* or *Formatted* mode. Either mode will save the image of the document.

To view a previously saved image:

Go to the ***Application*** and go down to ***Load Image***.

A Load Image dialog box will appear.



Select the image and click Open. The image will appear on the screen in *CCTV* mode, with the camera turned off. You can manipulate the loaded image exactly as you would the real document, i.e. Format, Read, Magnify, etc.

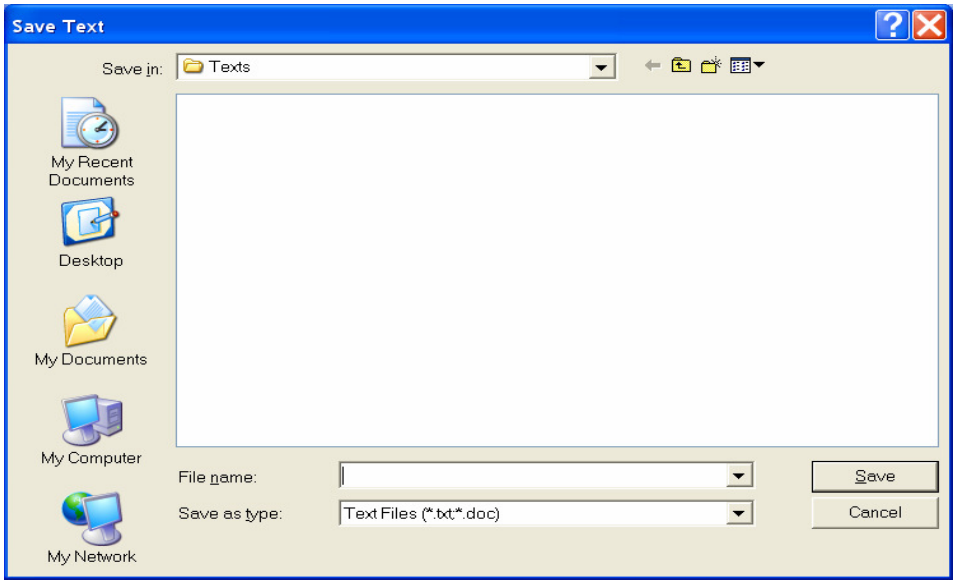
Note : You do not need Zoom-Ex to be plugged-in to read previously saved images.

To Save a Document as a Text File

To save a document as text that is currently under the Zoom-Ex camera press E to stop the camera. Once camera is stopped you can save the document as text.

NOTE: Do not use SPACE BAR to stop camera unless you are able to see a stable image on the screen.
To quickly save text with default name as date/time stamp in the default folder My Documents\ZoomOffice\Temp and immediately display the text file on the screen press Control+SHIFT+W.

You can also save text in any directory and give it any name by going to the ***Application*** menu and down to ***Save text*** then press ***Enter.***



A Save text dialog box will appear. Type in the name for your document, and click the Save button. Document will be saved in the default directory My Documents\ZoomOffice\Texts.

Again you can select another directory in which to save the document.

When saving a “previously saved” image as text there is no need to stop the camera because it is already stopped. Follow same steps listed above.

To save a document as a WAV File

To save a document as a WAV file that is currently under the Zoom-Ex camera press E to stop the camera. Once camera is stopped you can save the document as text.

NOTE: Do not use SPACE BAR to stop camera unless you are able to see a stable image on the screen.

Once the page has finished being read or you have stop the reading yourself go to ***Application*** menu and select ***Save WAVE*** then press ***Enter.***
A Save text dialog box will appear. Type in the name for your document, and click the Save button. Document will be saved in the default directory My Documents\ZoomOffice\WAVE .You can also select another directory in which to save the document.

Opening a WAV file

A WAV or sound file ***CAN NOT BE OPENED*** in Zoom-Ex. You have to go into the directory where the file was saved and open it from there. The default directory that

WAV files are saved in My Documents\ZoomOffice\WAVE. Once you're in the directory double click on the saved file and it will open in a program such as Windows Media Player.

The saved WAV. file allows you to hear the full text without having to open the saved image, changing it over to text format, then having it read. Having the saved WAV. file also allows you to burn it onto CD's and can be uploaded on to your mp3 player so you can take your "book" with you.

Printing a Document

Zoom-Ex allows you to print out the formatted document with any magnification.

To preview the printed document, go to ***Application*** and go down to ***Print Preview***.

Print the document if it is to your liking, or you can go back to the formatted document and adjust the magnification.

Note: Multiple pages may be printed depending on the magnification of one page. Pages will be able to be read as a book.

Changing Zoom-Ex display characteristics

Changing the Sharpness Settings

Press F4 or S to alternate between various sharpness modes. The sharpness/contrast settings should be set separately for the *Magnification (CCTV)* mode and the *Formatted Text* mode.

Changing the text/background color

In order to switch between available colors press F3 or C. Continue to press C until you have chosen a desired color.

In *Magnification (CCTV)* mode, the available color options are:
- black-on-white,
- inverted (white-on-black),
- color

In *Formatted Text* mode, the available color options are:
- black-on-white,
- inverted (white-on-black),

- green-on-black,
- yellow-on-black,
- yellow-on-blue
- white-on-blue

Rotating the view of an object

To rotate a document in the *Magnification (CCTV)* mode press F6 or R on your keyboard. The view rotates 90° at a time. The preview window allows you to navigate your document, and will assist you in deciding where you want to start reading the magnified text. You do not need to rotate a document to read it. Orientation of the document on the screen also does not matter when being read.

Using the preview window

There are three ways of viewing a page in CCTV mode. First is a standard magnified mode.

The second is a magnified mode with a little picture-in-picture window on the right top corner of the screen. The picture-in-picture window displays the image of the whole page. A focusing rectangle in the preview window identifies an area of the page which is currently displayed on the screen.

The third mode is a full screen preview mode, where the preview of the whole page is displayed on the screen.

Full screen preview or picture-in-picture preview may be separately disabled in the Preview Window tab of the Settings dialog. Click ***Application*** and go down to ***Settings***. The Settings dialog will appear. On the Settings dialog, select the "***Preview Window***" tab. In the "***Show Preview Window***" area, select the preview window type that you want to enable (you can select either or both).

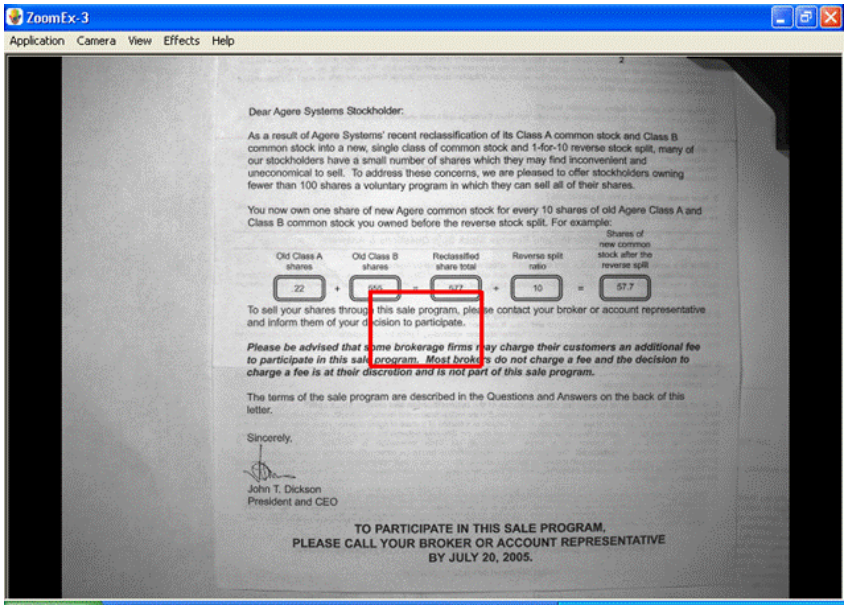
When camera is "on" only Full Screen Preview can be displayed, unless "Enable real time zoom" checkbox in the Preview tab of the Settings dialog is checked.

To show/hide the preview window or alternate between small and full screen preview windows see below:

By keyboard: press F5 or V key.

The image below shows the full screen preview window enabled; the red focus rectangle is positioned in the center. You can move the red focus rectangle around, to wherever you want to start reading. Once you have moved the red focus rectangle to the desired location, you can either dismiss the preview window (F5), or go directly to formatted mode (F2). The displayed magnified text will start from the portion of the document highlighted by the red focus rectangle. The focus rectangle disappears. The

thickness and color of the focus rectangle can be changed via settings dialog.


ZoomEx-3
Application Camera View Effects Help
Dear Agere Systems Stockholder:
As a result of Agere Systems' recent reclassification of its Class A common stock and Class B common stock into a new, single class of common stock and 1-for-10 reverse stock split, many of our stockholders have a small number of shares which they may find inconvenient and uneconomical to sell. To address these concerns, we are pleased to offer stockholders owning fewer than 100 shares a voluntary program in which they can sell all of their shares.
You now own one share of new Agere common stock for every 10 shares of old Agere Class A and Class B common stock you owned before the reverse stock split. For example:
Old Class A shares
Old Class B shares
Reclassified share total
Reverse split ratio
Shares of new common stock after the reverse split
.22
+
.905
=
.572
+
10
=
57.7
To sell your shares through this sale program, please contact your broker or account representative and inform them of your decision to participate.
Please be advised that some brokerage firms may charge their customers an additional fee to participate in this sale program. Most brokers do not charge a fee and the decision to charge a fee is at their discretion and is not part of this sale program.
The terms of the sale program are described in the Questions and Answers on the back of this letter.
Sincerely,
John T. Dickson
President and CEO
TO PARTICIPATE IN THIS SALE PROGRAM,
PLEASE CALL YOUR BROKER OR ACCOUNT REPRESENTATIVE
BY JULY 20, 2005.

To move the red focus rectangle around the document:

By keyboard: use keyboard arrows to move the rectangle around. (Make sure X-Y table is checked under the **general** tab in **settings**.)
By mouse: left-click the document, to have the red focus rectangle jump there.

You can customize how the focus rectangle will look. On the main menu, click ***Application*** and go down to ***Settings***. The Settings dialog will appear. On the Settings dialog, select the "***Preview Window***" tab. You can select focus rectangle color (red, blue or green) and border (thin, medium, thick). Changes made to the preview window do not take effect until you click "OK".

Changing Advanced Zoom-Ex Display Characteristics

Fine-Tuning the Contrast Setting

To change contrast:

Press Ctrl key and '>' on the keyboard in order to increase contrast; press Ctrl key and '<' on the keyboard in order to decrease contrast.

Note: make sure Ctrl key is pressed prior to "<" or ">" key. Pressing "<" or ">" keys

without pressing the Ctrl key will adjust camera brightness.

Changing the Brightness Setting

By default, the camera operates in auto-brightness mode. In order to overwrite auto-brightness mode and change brightness: press '<' on the keyboard to decrease brightness; press '>' to increase brightness.

Note: Brightness can be changed only while camera is 'on', that is, in *Magnification (CCTV)* Mode. When in Reformatted Text Mode, first switch to *Magnification* Mode – press space bar, which will re-start the camera.

Creating and Managing Books

A Book is an electronic copy of a book that you can create using Zoom-Ex. Zoom-Ex allows you to scan and save multi-page documents on a computer.

You can view saved books at any computer where a Zoom-Ex device may not be present but Zoom-Office software is installed. While reading a Book you can use all the same document browsing, magnification, and formatting capabilities that are available for viewing documents with Zoom-Ex.

You can also listen while the book is read to you page by page.
You can save the whole book as text and use any third party software to read the text file.

Why do I need a Book?

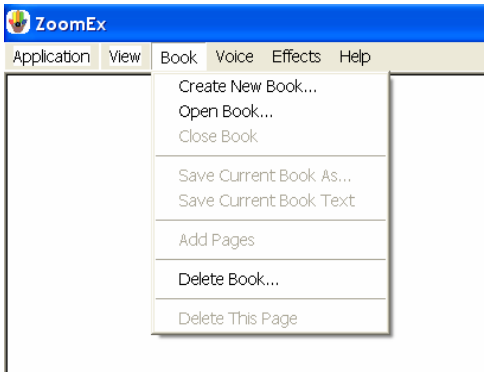
Zoom-Book is convenient if you like having a book at your finger tips. It is a good tool if you are more then likely to read something more then once. A Book allows you to bring your book almost virtually anywhere with you. Just save it to a CD or upload it to your MP3 player.

Zoom-Office can be used separately from the Zoom-Ex device, to read saved documents.

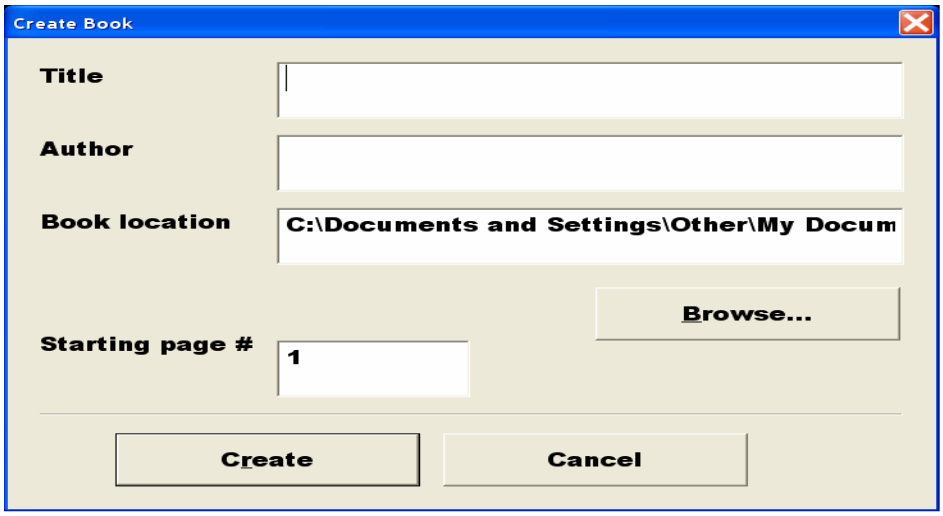
Creating a Book

Have a book or a multi-page document handy for scanning and reading with Zoom-Ex. Place your document under the Zoom-Ex device.

Find the Book menu and click on it or (Click Alt-B and then the Enter key).

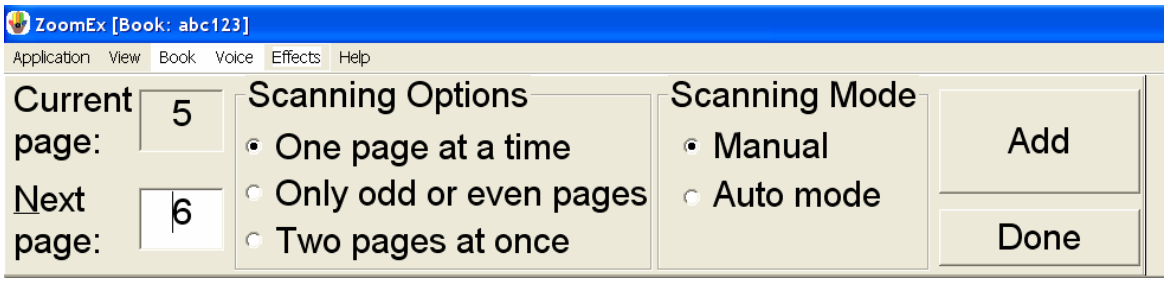


The **Create Book** dialog will appear: put in the book title and the author's name, and click **Create**.



Creating a Book (cont.)

1.The dialog will go away; the **Add Pages** bar will appear instead.



You can save any kind of book using Zoom-Ex – small paperback books, large books with page size up to 8.5'x11', magazines, etc.

Choose How to Scan a Book

Start by selecting one of the three Scanning Options:

1. Scan one page at a time.
Use this option to scan a small amount of large pages.

2. Scan only odd or only even pages.
Use this option to scan a large amount of pages in a large book. Open the book and place the left or right page under the camera. If a portion of the second page also appears under the camera, Zoom-Ex will ignore it. Do not move the book until you have scanned all odd pages you need/want.

Once you finished scanning odd pages, do the same for the even pages:

Start by turning the book 180 degrees. Be sure that the even pages are now under the camera. The fact that the pages appear upside-down does not matter. Zoom-Ex rotates the pages for you automatically when you want to read the book.

- Change the Next Page Number to the first even page number.
- Start scanning the even pages

When you finished scanning even pages, click the **Done** button. A Book will sort and keep all pages in the right order automatically

3. Scan two pages at once.
Use this option to scan small size books. If you place the open book under the camera and can see both pages in the preview window (F5), you can save both pages at once. While using this option, book orientation is important – always put the book in the landscape format and align the edges of the book with Zoom-Ex base.

When you scan two pages at once, both pages will be saved with their respective numbers. When your reading saved pages, you will be able to view each page separately.
If the Book failed to separate two pages, it will be indicated by error sound and will save both pages as one page. In this case you can delete that page (See Deleting a Page in a Book section), adjust the book and save the same pages again.

*Note: The default selection is **Scan one page at a time**.*

Scanning Modes

There are 2 types of scanning modes:

1. Manual Mode

In this mode, you press the **A** key or click the **Add** button to scan and save the page. You will hear a shutter sound indicating that the page has been scanned and saved.

2. Auto Mode

In this mode all you have to do is click the **Start Auto Mode** button to start scanning/saving pages. Then simply turn the pages. The Zoom-Ex camera has motion detectors so it will scan each page as soon as the page image stays still for a few seconds. It waits while you turn the pages. Auto Mode allows you to use both hands to hold the pages in place, since you don't have to operate the mouse or keyboard to push the **Add** button.

*Note: The default selection is **Manual.***

Adding Pages to a New Book

Now that you've chosen how to scan/save a book lets start adding pages.

1. Manual mode:

a) Put the first page of your document under the Zoom-Ex camera: it should appear on screen.

b) Click the **Add (A)** button. Use your hands to keep the book flat. In a second you will hear a shutter sound. The page is now saved, and the **Current page** field should display **1,** while the **Next page number** should display **2** if **you are saving one page at a time or 3 if you are saving two pages at a time, or even (odd) pages**.

c) Put the next page of your document and click the **Add** button or press **A** on the keyboard.

d) Save as many pages as you need by repeating the previous step.

e) If you are saving a lot of pages, you can always take a break and continue saving pages later.

2. Auto mode:

a) Click the **Start Auto Mode Button**

b) Place the open book under the camera, use both hands to flatten the page. In a few seconds you will hear the shutter sound. This lets you know the page has been scanned and saved.

c) Turn the page, again keep the page flat and in a few seconds you will hear the

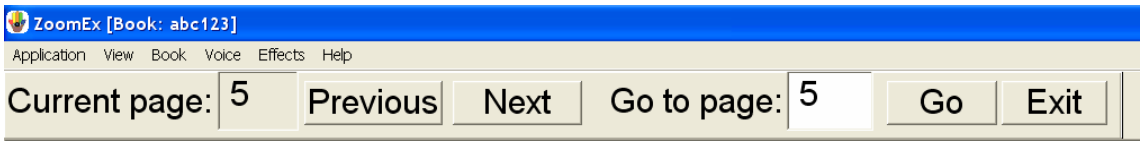
same sound.

d) Continue turning pages until you have all the pages you need scanned and saved.

e) When you are all done or need a break, click the **Stop Auto Mode** button and remove the book from under the camera.

f) When you are completely finished saving pages, click the **Done** button. Once you have clicked the **Done** button, the Add Pages book bar will disappear, and the Read Mode book bar will appear.

Note: You can add more pages to this book later. See Adding Additional Pages to an Existing Book section of the manual for more details.



The Read Mode bar allows you to easily read your saved book with navigation buttons. For more information on reading your book with Read Mode book bar, see Reading a Saved Book topic below.

If you are done with your book for now, click the **Exit** button to close the book.

More Tips on Saving a Book

1.Place a piece of white paper under the camera and place a book on the paper. Then Zoom-Ex will not scan the background as part of your document.

2.Make the book as flat as possible. If you are saving a thick book with a lot of pages choose the **Auto mode** and use both hands to flatten the book.

3.When you are saving a book in **Auto mode**, Zoom-Ex will automatically adjust brightness to the light conditions at that time. If you are taking a lot of time saving all of the pages, take a break occasionally– click **Stop Auto Mode** and then click **Start Auto Mode** – to allow Zoom-Ex to readjust brightness according to the illumination of your room as they may have changed.

4.When you are saving a lot of pages in Auto mode you may notice you have to wait

longer to hear the shutter, it could be due to one of three reasons:

a. Camera detects some motion – wind, unstable hands, etc.;
b. Camera missed a motion when you flip the page; or
c. Zoom-Ex turned the camera off because the conditions have changed – for example, somebody turned the lights in the room on or off.

It is OK. You can always restart the camera and click the **Start Auto Mode** button again**.**

5.If you are using **Manual** mode be sure that the page is stable on the screen before clicking **Add** (**A**)

Reading a Saved Book

To browse through the saved pages of your document:

1. Go to the **Book** menu and select **Open Book…**

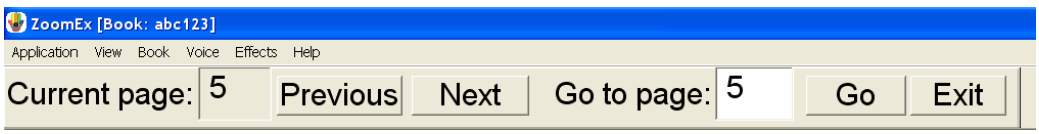
2. The **Open Book** dialog will appear. This dialog will show the books in the default folder My Documents\ZoomOffice\Books. If you want to open the book that was saved in another folder, use the Browse button to select desired folder. The location of the selected folder will be displayed in the Book location field. The list of books in this folder will be displayed on the screen.

Note: Make sure you select the folder that contains all your books, and **not** the folder that bears the name of a specific book.
In that folder you might see the folder which bears the name of the specific book – do **not** select it.

3. Select the book you would like to view, and click the **Open** button.

Note: The **Open** button is disabled if no book is selected; as soon as you click any book in the list, the **Open** button will become enabled and clickable.

The **Open Book** dialog box disappears. Read Mode bar appears at the top of the screen; the first page of the chosen document is displayed on screen as well.



Reading a Saved Book (cont.)

The reading mode bar has the **Previous** and **Next** buttons, along with the **Go to page** field and **Go** button to jump to a page out of order. The reading mode bar also has the **Current Page** field, which displays the number of the page currently being viewed.

If the Status parameter box is checked under **General Settings**, Zoom-Ex will tell you the current page number.

4. You can magnify the image of the current page, format the text part of the image, and use all other functions available for viewing documents with Zoom-Ex to make your reading efficient and more enjoyable. Please read Using Zoom-Ex As a Smart Magnifier and Using Zoom-Ex As The Fastest Reader to learn about the available Zoom-Ex functions. Zoom-Ex will remember all your selections when you move from page to page or from book to book. If you use the Save only odd or only even pages option while saving the book, you will need to rotate only the first even (odd) page. Zoom-Ex will rotate the rest of the page automatically.

5. Click the **Next** button or letter **N** on the keyboard to go to the next page of your document; or click the **Previous** button or you can press **P** on the keyboard button to go to the previous page. You can also put in a page number out of sequence, and click the **Go** button to jump to that page.

6. When you are done browsing the book, click the **Exit** button.
Note: When the cursor is on the "Current Page" or "Go To Page" field and you are moving from page to page using Previous (P) or Next (N) buttons, you will hear N or P instead of the "Next" or "Previous". To avoid this use TAB to move the cursor.

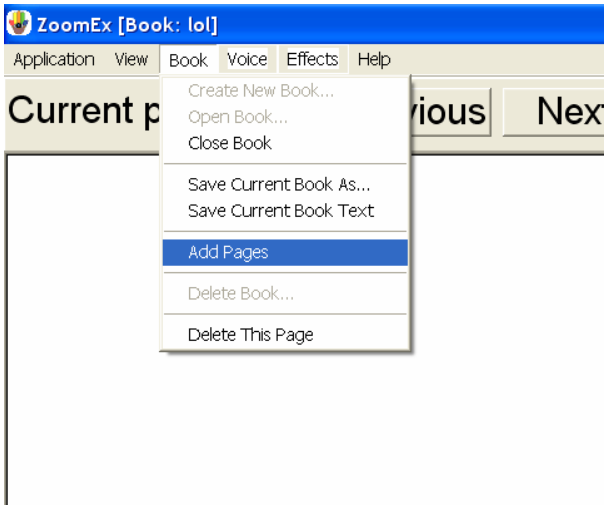
Managing Books

Adding Additional Pages to an Existing Book

To add additional pages to an existing book:

1. Open the book of interest by going to the **Book** menu and go down to **Open Book.**

2. Once the Read Mode bar appears, go to the **Book** menu and select **Add Pages.**



3. The Add Pages Book bar will appear.

4. Place the page you want to scanned under the camera, set its page number, and press the **Add** button or the letter **A** . You can also use the Auto save mode and/or save two pages at a time. See Creating Zoom-Book section for details.

5. Repeat step 4 as needed.

6. When you finish adding new pages, click the **Done** button. If you were saving pages in **Auto** mode, click the **Stop Auto Mode** button first and then click the **Done** button. The Add Pages book bar will disappear, and the Read Mode book bar will appear again.

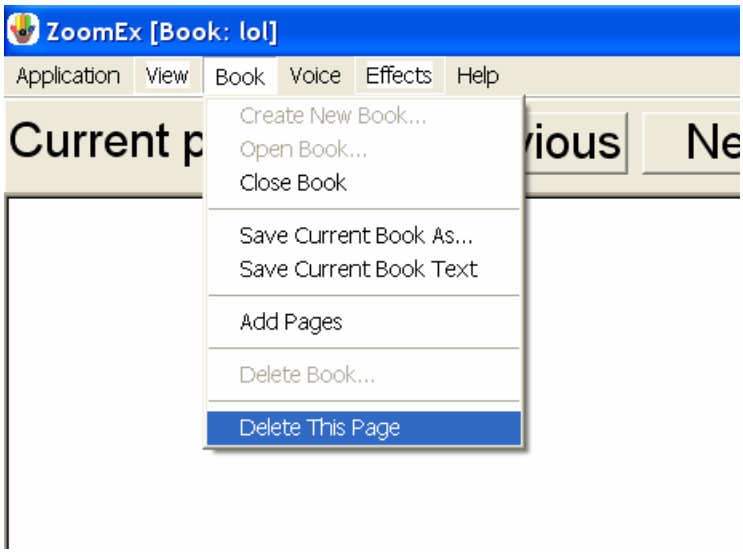
Deleting Pages in an Existing Book

In order to delete a page in a book:

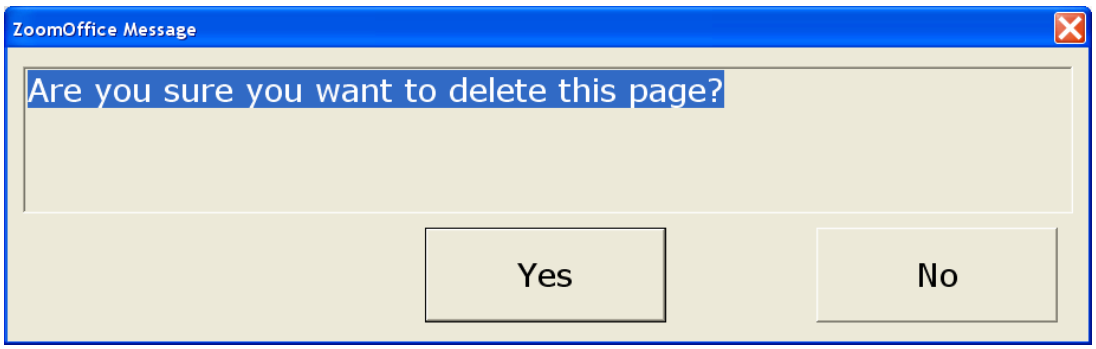
1. Open the book of interest by going to the **Book** menu, and click on **Open Book.** The Read Mode Book bar will appear.

2. Navigate to the page that you want to delete by putting the page number into the **Go to page:** field and pressing **Go**.

3.Go to the **Book** menu, and click on **Delete This Page**.



4. You will be asked to confirm your instruction. Click yes.



5. The page will be deleted; the display will automatically move to the next page, or to the previous page if the deleted page was the last page of the document.

Deleting a Book

In order to delete a book:

1. Go to the **Book** menu, and click on **Delete Book.**

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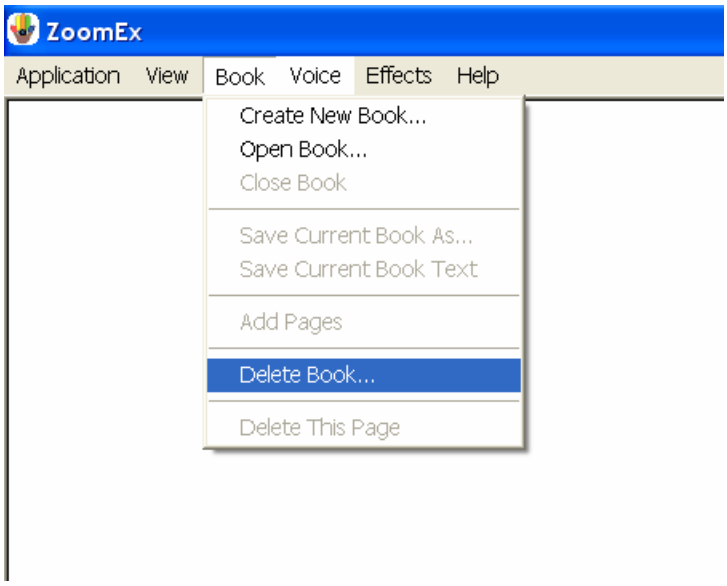
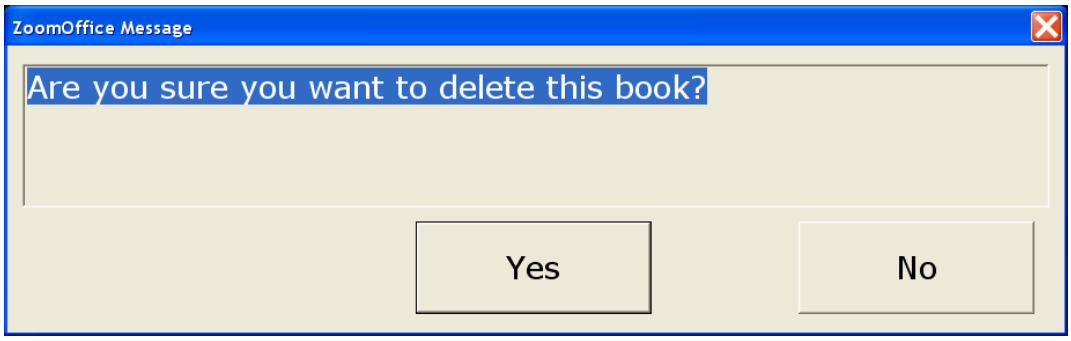


2. The **Delete Book** dialog box will appear. Select the book that you wish to delete and click the **Delete** button. You cannot delete the open book.

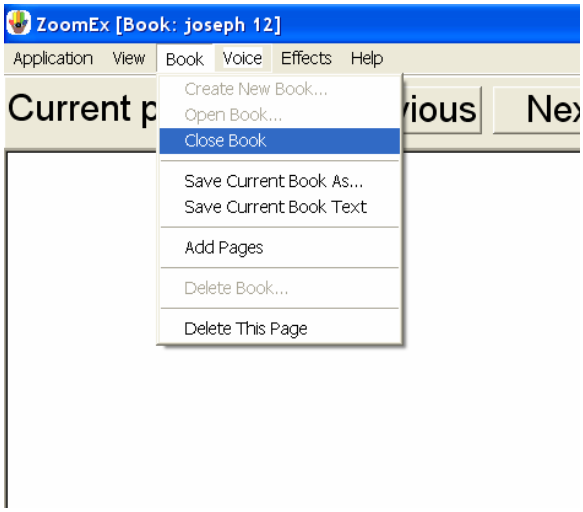
3. You will be asked to confirm your instruction. Click yes.



4. The dialog gets dismissed, and the selected book is deleted.

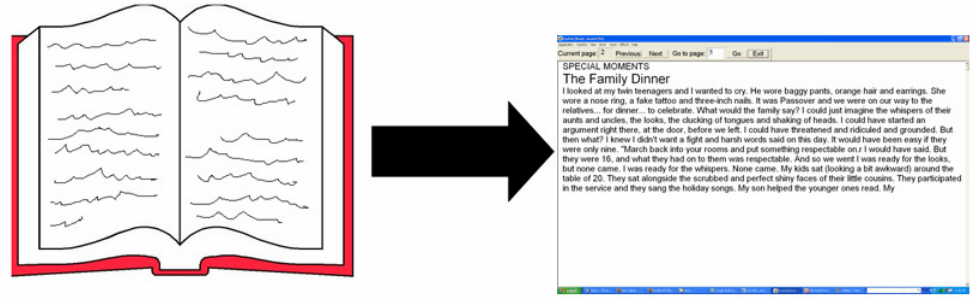
Closing a Book

To close a book you can click the **Exit** button or go to the **Book** menu, and click on **Close Book.**



The book will be closed, and the book bar dismissed.

Saving Book as Text



After you have scanned the book you can convert the whole book to one text file. Under

the **Book Menu** click on **Save Current Book As Text** to save the book as text file. The file is saved in the folder My Documents\ZoomOffice\Texts. Depending on the power of your computer it could take approximately from 3 to 6 seconds to save each page. So, for 200 pages the process may take from 10 to 20 minutes.

If the Status parameter box is checked under **General Settings**, Zoom-Ex will tell you the current page number.

Copying a Saved Book

The fastest way to initially save a book is to save it on the hard drive. After you have scanned your book, you can use the **Save Current Book As** menu item to copy the book onto a CD or a memory key.

1. Go to the **Book** menu, and click on **Save Current Book As**.

2. Use the **Browse** button to select the drive and/or folder where you want to copy the book.

3. Enter the **New Name** for the book.

4. Click the **Save** button.

It may take a few seconds to save the book.You may view and read the copy you made using Zoom-Office software on any IBM compatible computer.

Useful Tips for the Zoom-Ex Camera

- If you are working with more than one windows application at a time, Zoom-Ex window may loose focus. You know that it has lost its focus if you have tried to turn the camera on or off by pressing the space bar and nothing happens. Click the mouse anywhere on the screen to bring focus to the Zoom-Ex application.

- There is a check box under the General tab of the Settings window: “Use arrow keys to simulate X-Y table”. The default is unchecked. The unchecked option allows you to use arrow keys while reading the text. For example: to move to the next word, sentence, etc. If you noticed that arrow keys do not behave properly for reading, please, check this setting.

Zoom-Ex Quick Reference Guide (4.0)

Notebook (Laptop) keystrokes for reading functions.

Start/Stop Zoom-Ex Camera: Space or (Caps Lock + Dot).
Note: When Zoom-Ex is in Magnification (Live CCTV) mode, press 'y' first, then Space.
Start reading: E or (Caps Lock +Down).

Stop/Pause/Resume reading: X or (Caps Lock +End).

Reading by word:

Next: Control + Right or (Caps Lock + Right).
Current: Control + I.
Previous: Control + Left or (Caps Lock + Left).

Reading by character:

Next: Right.
Current: I.
Previous: Left.

Reading by sentence:

Next: Down.
Current: Control + Caps Lock + I.
Previous: Up.

Reading by section:

Next: Control+Down.
Current: Caps Lock + Shift + I.
Previous: Control+Up.

Keypad keystrokes for reading functions.

Start/Stop Zoom-Ex Camera: Insert + Delete.

Switch between Virtual Magnification and Formatted modes: F2 (or F).

Switch between Live Magnification and Scanning mode: Y

Start reading: Insert + 2. (It will read to the end of page.)

Stop/Pause/Resume reading: Insert + 1.

Reading by word:

Next: Insert + 6.
Current: Insert + 5.
Previous: Insert + 4.

Reading by character.

Next: 6.
Current: 5.
Previous: 4.

Reading by sentence.

Next: 2.
Current: Control + Insert + 5.
Previous: 8.

Reading by section.

Next: Control + 2.
Current: Shift + Insert + 5.
Previous: Control + 8.

Speech output control keystrokes.

Increase voice speed: (Shift + Q) or F9.

Decrease voice speed: (Shift + Z) or F8.

Hear page description: Shift + E.

Hear current control: Shift.

Stop speaking current control: Control.

Zoom-Book Keyboard Command Keys

Add page: A (while creating a new book).
Next page: N.
Previous page: P.

Zoom-Book Menu Accelerator Keys.

ALT + B is an accelerator for Book Sub-Menu.

Key	Function
B	Book Menu, Create new book.
O	Open Book.
D	Delete Book.
L	Close book.
V	Save current book as.
A	Save current book as text.
G	Add pages.
T	Delete this page.

Zoom-Ex® Visual Keyboard Command Keys

Key	Alt Key	Function
+ / -		Zoom In/Out.
F2	F	Switch between Preview/Magnification and Formatted modes.
Page Up/Down		Go one screen Up/Down in reformatted mode
F3	C	Toggle color.
F4	S	Toggle sharpness.
F5	V	Show/Hide preview panel in magnified mode.
F6	R	Rotate image 90 degrees.
CTRL + SHIFT + S		Quick Image Saved
CTRL+L		Turn LED On / Off.
Home		Go to the first line of the page in reformatted mode.
CTRL + S.		Save current image.

If option "Use arrow keys to simulate X-Y table" is checked the following keys may be used:

Arrow keys		In CCTV mode to move magnified portion of the image Up, Down, Left, Right. In reformatted mode go one line Up/Down.
< / >	, / .	Brightness adjustment when camera is On

When Running line Auto Scrolling Mode is Enabled:

< / >	, / .	Speed adjustment

ABISee Contact and Customer Service Information

Please feel free to contact us regarding any questions or concerns you may have.

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Acton, MA 01720

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Toll-free: 800-681-5909
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E-mail: info@abisee.com